

Motor Vehicles

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL OWNED VEHICLES

CAPR 77-1 dated 1 September 2003 is supplemented as follows:

3. In addition, a proper Vehicle Records Notebook will be maintained in the vehicle at all times.

3b. It is the operator's responsibility to insure that the CAPF 37V and a current insurance card are in the vehicle prior to operation.

3c. The CAPF 73 and Vehicle Trip Log (MOWF 73a) will be maintained in the Vehicle Records Notebook. The CAPF 73 and MOWGF 73a will be completed for each trip. The current Missouri Vehicle Safety Inspection will be maintained in the Vehicle Records Notebook. All corporate vehicles will undergo a valid state inspection conducted by an authorized state inspection station in the first quarter of each calendar year. The inspection sticker will be placed on the windshield in the normal manner. A copy of the inspection report will be forwarded to Wing HQ/LGT with a Missouri Wing, Civil Air Patrol Check Requisition (MOWGF 173) for reimbursement.

3d. Missouri Wing Vehicle Maintenance Log (MOWF 74a) will be maintained in the Vehicle Records Notebook. All repairs and maintenance will be recorded in this log as they are completed. Copies of receipts will be maintained with MOWGF 74a for supplemental documentation.

5c. By signing the CAPF 2a requesting a CAPF 75 (CAP Drivers License), from MOWG/LGT, unit commanders are certifying that the operator is at least 21 years of age and is qualified in the specified vehicles listed in the remarks section of the CAPF 2a. It will be the unit commander's responsibility to provide all required documentation, i.e: completed CAPF 2a, proof of CPPT, state driving record printout, photocopy of state license. This will be mailed to MOWG/LGT.

6b. No license will be issued to anyone under 21 years of age.

9b. The unit commander will insure that all assigned vehicles undergo proper maintenance. This will include but not be limited to: oil changes including filter change at proper intervals, under vehicle lubrication to include rear ends, ball joints, etc.; safety inspection of tires, exhaust system; brakes, all lights, and windshield wipers.

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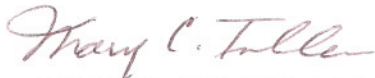
MO Wing Supplement 1
CAPR 77-1
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9c. Routine vehicle maintenance is the responsibility of the assigned unit. A Vehicle Maintenance Fund has been established to provide reimbursement for some maintenance items. The units with assigned vehicles will be assessed a quarterly rate of \$62.50. Payments are due 15 Oct, 15 Jan, 15 Apr, and 15 Jul each year. Vehicle Maintenance Requests (MOWF 75) for major maintenance will be submitted, with estimates, to MOWG/LGT. The approved/disapproved MOWF 75 will be faxed or mailed to the unit. Unauthorized repairs will be at the unit's risk. Upon completion of the authorized repairs, the unit will mail the original receipts, with a completed Missouri Wing Civil Air Patrol Check Requisition (MOWGF 173) to MOWG/FM for reimbursement.

10e. License plates will be displayed on the front and rear of each vehicle. The license plate will bear the following white letters on a blue plate:

CAP
23XXX
MO WING – USAF – AUX

11. No corporate vehicle shall be operated at any time without proper insurance coverage. Members operating in violation of CAPR 77-1 shall be held financially responsible for any damage or loss of corporate property.



MARY C. FULLER, Lt. Col, CAP
Administrative Officer



JOHN MAIS, Colonel, CAP
Commander